

Farragut Community School District

Job Title: ELEMENTARY CLASSROOM TEACHER

Reports to: Elementary Principal

FLSA Status: ___ Exempt ___ Non-Exempt

Status: ___ Full Time ___ Part Time ___ Salary

Date Revised: 11-13-06

Basic Function: The job of Elementary Teacher is done for the purpose/s of facilitating student success in academic and interpersonal skills through academic courses of study and implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific needs of students; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

Essential Functions:

1. Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils in a classroom, using the course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluate pupils' academic and social growth, keep appropriate records, and prepare progress reports.
7. Communicate with parents through conferences and other means to discuss pupil's progress and interpret the school program.
8. Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
9. Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintain professional competence through in-service education activities provided by the district and self-selected professional growth activities.
11. Select and requisition books and instructional aids; maintain required inventory records.
12. Supervise pupils in out-of-classroom activities during the assigned working day.
13. Administer group-standardized tests in accordance with district testing program.
14. Participate in curriculum development programs as required.
15. Participate in faculty committees and the sponsorship of pupil activities.
16. Prepare course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
17. Lecture, demonstrate, and use audiovisual teaching aids to present subject matter to class.
18. Prepare, administer, and correct tests, and record results.
19. Assign lessons, correct papers, and hear oral presentations.

20. Teach rules of conduct.
21. Maintain order in classroom and on playground.
22. Counsel pupils when adjustment and academic problems arise.
23. Discuss pupils' academic and behavioral attitudes and achievements with parents.
24. Keep attendance and grade records as required by school.
25. Coordinate class field trips.

Specifications/Qualifications:

1. Iowa Licensure for Elementary Education

Physical Requirements:

- Must be able to pass physical examination every three years as required by the Board of Education.
- Must be able to work collaboratively with others.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____